

**APPLICATION TO HIRE A ROOM AT SANDFORD-ON-THAMES VILLAGE HALL,
HENLEY ROAD, SANDFORD-ON-THAMES OX4 4YP**

Hirer Name:

Event Details:

Date:

Type of Event:

Total no of people:

Room Hire: (underline/please tick all required)

Meeting room 1 (Ground Floor)

Main Hall (Ground Floor)

Meeting Room 2 (First Floor)

Meeting Room 3 (First Floor)

Kitchen – Exclusive use **OR**

access to make tea/coffee

Hire Times:

PLEASE NOTE: Hirers are responsible for their own room set up and packing away. All rooms used must be cleaned & tidy for the next hirer. You can access the Village Hall from your hire start time and must leave / have left the Hall at your hire finish time.

Hire Start Time:

Hire Finish Time:

Event Start Time:

Event Finish Time:

Total Hire Fees:

Room hire fees ____ hours @ £____, £____

For BACS payment the Village Hall account details are:

Bank: HSBC

Sort code: 40-35-34

Account no: 63858154

Reference: date of hire

Deposit:

If an all-day event a refundable **£150.00 deposit** cheque is also required.

Cheque made payable to: Sandford-on-Thames Village Hall , please put date of event on back of cheque

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Additional information:

Do you intend to arrange for any of the following (please tick all that apply):

Bar Licence Live Band Disco / DJ Bouncy castle/inflatable

***PLEASE NOTE:** the Hall does not have any outside space for a bouncy castle/inflatable or other children's party activity. Main Hall dimensions for inside bouncy castle: 3m high x 6.9m wide x 15m long*

Hirer Details:

Name:

Address:

Email:

Telephone no(s): (Day & Eve):

If an organisation, please name the person who will be present & responsible for supervising the hire:

Name:

Email:

Contact Tel No:

Acceptance:

I accept the Terms & Conditions of Hire of the Hall that have been supplied to me.

Signed:

Date:

To finalise the booking, please return this completed hire application by email/post and send the following:

- **BACS or cheque for full payment of hire fees**
- **Cheque payable to Sandford-on-Thames Village Hall for £150.00, refundable deposit (if required) to the Hall Manager, Village Hall, Henley Road, Sandford-on-Thames OX4 4YN**